

25X1

[redacted]
report for
Week Ending Wednesday, 25 March 1959

CONTRIBUTIONS

None.

ASSIGNMENTS

ACTIVE

Audit of FDD Files

My revised drafts of schedule on 3 Branches and FDD Chief are completed and being typed.

Equipment inventory list is being compiled.

Transmittal and recommendations are being drafted.

25X1

Plans made to see ARO [redacted] at FDD next Mon. Mar. 30.

File Cleanup Campaign

Worked on Cleanup Booklet

Took excerpts from Booklet for WH info.

INACTIVE

Service Calls Processed by Records Center

Sorting Equipment Booklet

Special DD/P Files Project

25X1

Revision of [redacted]

Analyst Files Project

TRAINING

External Training --- 3 hours

American University class in Office Management. (Tues. 24 Mar.)

NEWS

1. Attended IRAC meeting at Archives to hear Gen. Easley explain U.S. Army's new filing and disposition system "TAFFS." (Fri. 20 Mar.)

2. A/L Mon. 23 Mar.

25X1

3. [redacted] asked me to see [redacted] when finished with FDD.
Rita says project will last at least 2 more weeks, but -- not full time.
Rita says I can be available for other part time assignments.

25X1

25X1

Report for Week Ending 25 March 1959
form

25X1

[Redacted]

1. Contributions

None

2. Assignments - Active

- a. Courier Receipt and Chain Envelope.
- b. Graphics Register Film Index - Inspected the Revo-File being tested and discussed its acceptance with the Chief, Film Branch, Graphics Register. I suggested an early decision in fairness to the Mosler people who loaned the equipment.
- c. Overnight Storage Box
- d. DD/P Records Management Training Program - With [Redacted] developed an on-the-job training outline for [Redacted] and [Redacted] The course will extend over four months. Held several briefing sessions with [Redacted]
- e. Revision of RMS Position Descriptions - [Redacted] [Redacted] approved the drafts of the descriptions for their Branches.

25X1

25X1

25X1

25X1

25X1

25X1

3. News

- a. Ten people from our Staff, two from the Records Center, and nine from operating offices attended the 20 March IRAC meeting on the Army's files classification system that integrates records maintenance and disposition.

[Redacted]

25X1